

**\*\* UPDATED - Notice Regarding AWL for Student Employees\* \***

TO: Campus Community

FROM: Student Employment Office  
Scholarships & Financial Aid

SUBJECT: **Extension** - Alternate Work Location for Student Employees

DATE: August 19, 2021

Alternate Work Location for Student Employees

The temporary delegation of authority for department heads or equivalent unit heads to approve Alternate Work Locations (AWL) for student employees has been extended through December 31, 2021, or until the COVID-19 federally declared national emergency is rescinded, whichever occurs later. Because student employees are not covered under the SAP that addresses Alternate Work Locations for Non-Faculty Employees, they are not eligible to submit an AWL request through the formal request process, which made them ineligible to work remotely beginning June 1, 2021.

In order to support college and department needs during the transition back to campus, Interim President Junkins extended the temporary delegation of authority for approval of AWL requests for student employees through August 15, 2021. President M. Katherine Banks has further extended this delegation of authority allowing department heads or equivalent unit heads to approve AWLs for student employees through December 31, 2021, or until the COVID-19 federally declared national emergency is rescinded, whichever occurs later. Included in this extension is a clarification that alternate work locations for student employees will only be considered if the student is in a position that does not regularly allow remote work and the physical work location closes due to an extenuating circumstance related to COVID-19.

If you have further questions, please contact the Student Employment Office 979.845.0686 or [JobforAggies@tamu.edu](mailto:JobforAggies@tamu.edu).